

Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040073-6

# Intelligence Reporting 1952

Approved For Release

RDP78-03930A00010

RESTRICTED

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CREDITED  
ON CARDS

## REFRESHER COURSE IN INTELLIGENCE REPORTING

### Five Conferences

9, 10, 11, 12, and 13 June 1952

1500 - 1700

Room 2519 M Building

- |                      |  |
|----------------------|--|
| 1. Monday 9 June     | Introduction<br>[REDACTED] 25X1A<br>Responsibilities in Initiating Projects<br>The Title<br>Clear Statement of the Problem<br>[REDACTED] 25X1A |
| 2. Tuesday 10 June   | The OSI Production Manual<br>[REDACTED] 25X1A  |
| 3. Wednesday 11 June | NIS Program and Procedures<br>[REDACTED] 25X1A   |
| 4. Thursday 12 June  | The Body of the Report<br>Drawing Conclusions<br>[REDACTED] 25X1A  |
| 5. Friday 13 June    | Graphic Presentation<br>[REDACTED] 25X1A<br>Editorial Problems<br>[REDACTED] 25X1A   |

These meetings have been designed as conference-seminars for the discussion of the practical problems of scientific intelligence report writing. The objective: to improve the quality of scientific intelligence reports.

Each meeting will begin promptly at 1500 and will close by 1700. There will be a ten minute break in each session. Be prepared to take notes.

Enrolment for the June series of meetings is limited to twenty. It is expected that the course will be repeated each month for as long as it proves useful.

This program has been arranged jointly by OSI and the Office of Training.

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27 June 1952

MEMORANDUM

To: The Training Mission Officer, CMI  
From: Management Training Division, OMR(8)  
Subject: [REDACTED] 25X1A

This is to certify that [REDACTED] 25X1A  
satisfactorily completed the seven two day-unit hour Re-  
freshment Course in Intelligence Reporting, 27 March, and  
1, 20, 27, and 28 April 1952.

A copy of this statement has been forwarded to the Personnel  
and Office to be included in the subject's file.

[REDACTED] 25X1A

Chief, Management Training Division

cc: Personnel Office  
The Registrar ✓

*An addition to the list  
sent to you last week.*

~~CONFIDENTIAL~~

[REDACTED] 25X1A  
X

**CONFIDENTIAL**

Security Information

27 June 1952

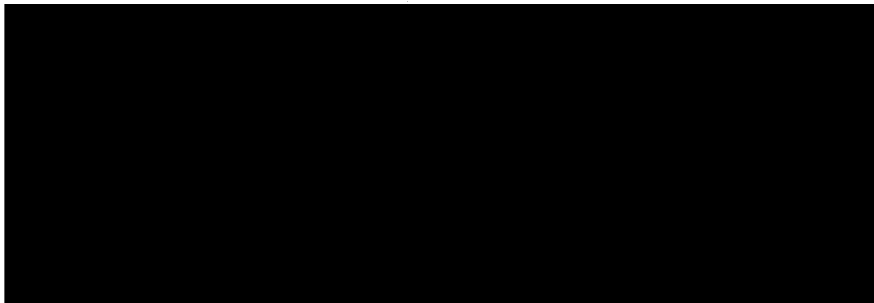
**MEMORANDUM**

**To:** The Training Liaison Officer, OSI ✓  
**From:** Management Training Division, OTR(G)  
**Subject:** Course in Intelligence Reporting, 27 March - 24 April 1952

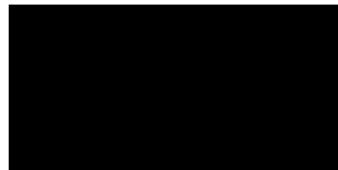
This is to certify that the following members of the staff of OSI satisfactorily completed the Refresher Course in Intelligence Reporting, seven and one-half hours, 27 March, and 3, 10, 17, and 24 April 1952.

The reports forwarded with this memorandum are for your referral to the individuals noted. Copies of the individual notices have been sent to the Personnel Office to be put in each employee's file.

25X1A



25X1A



Chief, Management Training Division

25X1A

cc.

The Registrar, 

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Security Information

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Security Information

27 June 1952

CREDITED  
ON 6/25/52

**MEMORANDUM**

**To:** The Training Liaison Officer, OSI  
Room 1525 M Building

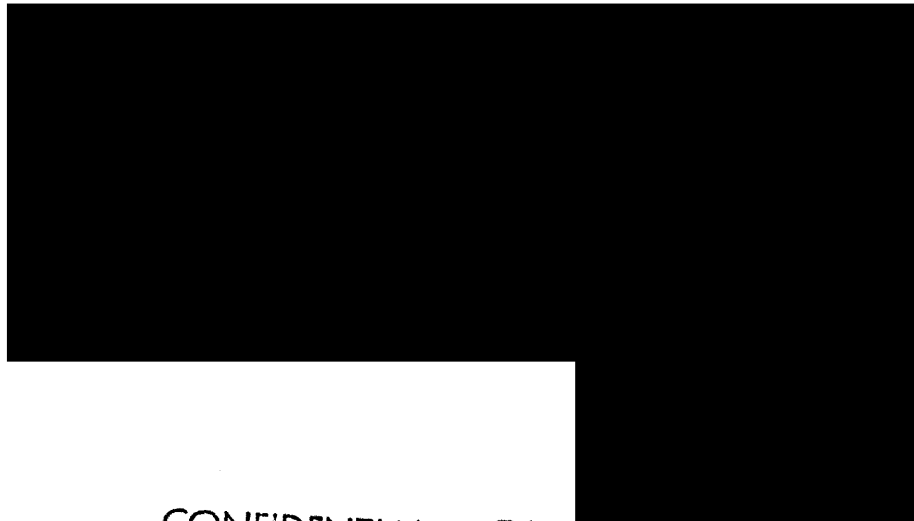
**From:** Management Training Division, OTR(G)

**Subject:** Course in Intelligence Reporting, 9 - 13 June 1952

This is to certify that the following members of the staff of OSI satisfactorily completed the Refresher Course in Intelligence Reporting, ten hours, 9 - 13 June 1952.

The reports forwarded with this memorandum are for your referral to the individuals noted. Copies of the individual notices have been sent to the Personnel Office to be put in each employee's file.

25X1A



25X1A

**CONFIDENTIAL**

Security Information

Chief, Management Training Division

25X1A

cc.  
The Registrar, 